



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	DIVISION MANAGER
3	Posting Number	PN# 111529
4	Department	Health & Human Services
5	Division	Neighborhood Services Division
6	Section	WIC Program
7	Reporting Location	8000 N. Stadium Dr. 3rd Floor
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES**

Directs the management, coordination, implementation, administration and operation of various systems, plans and projects.

CORE FUNCTIONS:

- Performs duties of personnel management, program administration and facilities management to assure Local WIC Agency compliance with DSHS WIC Program HDHHS policies and procedures.
- Responsible for quality management assurance in the areas of asset accountability, clinical accountability and performance criteria.
- Supports the WIC Director in program administration and financial management.
- Participates on HDHHS committees, quality teams or community groups as a representative of Nutrition & WIC Services when assigned.
- Provides oversight for breastfeeding education/promotion, staff development, community education/outreach, nutrition education/high risk program, automation/food issuance and the Call Center.
- Performs as a Certifying Authority (CA) as required for clinic coverage.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**

- Registration as a Registered Dietician by the Commission on Dietetics of the American Dietetic Association OR eligible for registration and licensed to practice as a Licensed Dietitian by the State of Texas.
- The ability to speak Spanish is highly desirable.
- Basic proficiency in Microsoft Office Word, Excel and Outlook are preferred.
- Must have an excellent working knowledge of nutrition and WIC policies and procedures.
- Must have a good working knowledge of personnel management.
- Must be able to analyze, develop or modify clinic systems or work strategies.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No

This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GRANT FUNDED POSITION**

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range – Pay Grade 29
\$1,885- \$3,629 Biweekly - \$49,010 - \$94,354 Annually

18 **OPENING DATE** July 5, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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